FC284.23.10 Clerks Training

Clerk's The Knowledge - In Person - Somersham, Huntingdonshire

 The Norwood Building, Parkhall Road, Somersham, Huntingdon, PE28 3HE

 19 spaces available

COURSE DATES
- Wed, 17 Jan '24   9:30am – 3pm GMT
- Wed, 24 Jan '24   9:30am – 3pm GMT

INFORMATION

Details

This course is appropriate for all Clerks who are new in post, or would like a refresher. Councillors are also welcome, should they wish to understand the role of a Clerk in greater depth.

What we will cover:

Roles and Responsibilities
The Council
The Councillor
The Chairman
The Clerk
The RFO
Powers and Duties
Employment
Training
Finance
Accountability and FOI
Insurance and Risk Management
Planning
Community Engagement
Elections

Instructions

Joining instructions will be sent prior to the course start date.

- **Terms And Conditions 2019 V2**

  Terms and Conditions 2019 V2.pdf (161 KB)

TICKETS

	COST
Member **Course ticket** - for all **2 dates**.	**£250.00**

	COST
Non Member **Course ticket** - for all **2 dates**.	**£500.00**

- Cambridgeshire & Peterborough ALC

Introduction to Local Council Administration (ILCA)

Essential Knowledge

The Introduction to Local Council Administration (ILCA) is an online sector specific learning tool is designed to support all new council officers in England and Wales in their roles in the first few months of employment, as well as those aspiring to go on and complete their Level 3 CiLCA qualification.
The aim of the course is to provide an introduction to the work of a local council, the clerk and its councillors.
The online programme can be studied in your own time while you find your feet in your new role. The course is in five sections based on the Occupational Standards established by the National Training Strategy in England.
Requirement for the course is an interest in the work of local councils.

Entry Requirements	None
Learning	Self-paced, Online
Duration	12 months
Cost	£120 per year
Enrolment	Online via www.slcc.co.uk/qualification/ilca
CPD Points	8

The course will cover the following modules:
Module 1: The Core Roles

Module 2: Law and Procedures

Module 3: Finance

Module 4: Management

Module 5: Community

SLCC